

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Department of Education Application Number Office of Vocational Education Division of Vocational Instruction Application Number Date Completed Date Received Trade and Industrial Education Unit 5 1981 FEB FEB 1 8 1981 Atlanta, Georgia 2. Person to Contact **Working Title** Telephone Number Bobbye Smith Assistant Supervisor 656-2554 3. Action Requested a. KK Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Diversified Cooperative Training (DCT) Program of Work Files 1979 to date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' vocational facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: assigning yearly teacher duties and authorizing expediture of federal and state funds for reimbursement to local education agencies for teacher salaries for DCT coordinators Included are: Program of Work (DE Form 0162); and, related correspondence File is arranged: chronologically by fiscal year, thereunder alphabetically by county, thereunder alphabetically by school name How often are records referred to which are: 8. Monthly Reference Rate _; Seven to twelve months old _ One to six months old ____ ___; Thirteen to twenty-four months old ___ twenty-five months and older _____? 9. Annual Rate of Accumulation of Records ___ ; Shelves ___ _____ ; Other *(specify) __* Letter-size drawers _____; Legal-size drawers ____

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